

CITY OF GREENSBORO DEVELOPMENT SERVICES COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

**300 W Washington St
Greensboro, NC, 27401
Building Inspections (336) 373-2155
Commercial Plans Coordinator (336) 373-2598**

NEW CONSTRUCTION OR ADDITIONS

o General requirements

- Less than 2500 S.F. or less than \$90,000.00 (total construction cost)

Designers name and Signature must be on each sheet of the plans.

- Greater than 2500 S.F. and \$90,000.00

All plans (including Plumbing, Mechanical and Electrical) must be designed, signed and sealed by a design professional (Architect or Engineer) registered in the State of North Carolina.

o New construction

- Less than 3000 S.F. new building area (including new pavement)

Submit three (3) complete sets of plans to Greensboro Building Inspections

including:

- o Completed City of Greensboro Commercial Permit Application Form
- o Building Code Summary with complete Energy Information including:
 - Thermal envelope
 - Mechanical
 - Electrical/lighting
- o Complete Site Plans including Utilities and Soil Erosion Controls
- o Complete Architectural plans and details
- o Complete Structural plans and details
- o Plumbing and Gas riser diagrams and fixture layouts
- o HVAC layout with equipment sizes and required fire dampers shown
- o Electrical riser diagram, lighting and power layouts, service size and location
- o Kitchen equipment layout
- Greater than 3000 S.F. building area

Submit two (2) sets of the same plans as above and:

Apply to the Planning Department (336-373-2144) for site approval through the Technical Review Committee (TRC) process.

BUILDING ALTERATIONS

- For alterations to buildings over 2,500 s.f. in area and \$90,000 in value, involving changes in the egress pattern, structural loads, or fire protection, a licensed design professional may be required to prepare, sign and seal the documents.

- **No change of use**

- Submit two (2) complete sets of plans for projects that do not involve site issues; or three (3) complete sets for projects with any site impacts (including: coverage of any ground with paving, stone, concrete pads, etc.; change of occupancy; watershed/floodplain on site; zoning overlay districts; etc.) to Greensboro Building Inspections. For questions, please call the Development Services - Inspections Department at 336-373-2155.

Submittals must include:

Completed City of Greensboro Commercial Permit Application Form

NC Administrative Code "Appendix B" Building Code Summary with all Energy Code Information

Existing floor plans, including HVAC, plumbing and other equipment

Architectural floor plans

Structural plans (if structural work to be performed)

Plumbing and Gas riser diagrams, tie-ins, and fixture layout (for new work)

HVAC layout and tie-in (for new work)

Electrical power and lighting layouts

Kitchen equipment layout

- **Change of occupancy**

- Submit the same plans as above and:

- Submit three (3) complete sets of site plans to Greensboro Building Inspections

DRIVEWAY PERMITS

GDOT (336) 373-2858

GRADING PERMITS

Soil Erosion (336) 373-2158

STORM WATER TIE-IN PERMITS

Engineering (336) 373-2302

SWIMMING POOL PERMITS

Guilford County Health (336) 641-3288

Building Inspections (336) 373-2155

SIGN PERMITS

Zoning (336) 373-2630

PARKING LOTS

Planning (336) 373-2144

FIRE PROTECTION PERMITS

Fire Prevention (336) 373-2177

RESTAURANT SERVICE PERMITS

Guilford County Health (336) 641-3288

APRILfax document #3100 1/18/2011